

Project Assistant Intern

Hand in Hand for International Talents is a pilot project funded by the Federal Ministry for Economic Affairs and Climate Action (BMWK) and implemented in Vietnam by the AHK Vietnam. Through the project, Vietnamese young people can directly approach employers in Germany, receive German-language qualifications up to B1 level and guidance in the recognition process of the Vietnamese vocational qualification and visa application, as well as learn about the German culture and working environment.

Website: <https://vietnam.ahk.de/vn/hand-in-hand-for-international-talents>

We are looking for an intern to support our project.

Responsibilities and duties

- Perform market analysis.
- Design and present new marketing campaign ideas.
- Help with the planning and organizing of events.
- Prepare detailed promotional materials, social media contents.
- Manage relationship with stake holders: contact by phone or email with applicants, participants, partners.
- Assist with daily administrative duties: represent at interviews, manage and update project databases.

Requirements

- Current enrolment in an undergraduate course for business administration, marketing, communications, languages, or in a similar field.
- Native language Vietnamese, fluency in English, good command of German.

Working time: 20 - 40 hours per week in 3-6 month internship period (details will be discussed during the interview), from Mondays to Fridays (8:30 to 17:30), 1-hour lunch break, and on work requirements.

Workplace: Deutsches Haus, 33 Le Duan, District 1, Ho Chi Minh City

Internship allowance will be provided.

Application

If this is the challenge you are looking for, please send your cover letter and CV until 15.04.2024 via email to Ms. Lam Nguyễn: lam.nguyen@vietnam.ahk.de.